Rotary Youth Exchange

Onboarding for District Governors

Revised February 2025



Building peace one young person at a time.

Rotary

AGENDA

Part 1: How We Fulfill The Mission

Part 2: District Governors' Responsibilities for Youth Exchange

Part 3: Preparing for Challenges

Part 4: First Night Questions for District Governors

Appendix

PART 1

How We Fulfill The Mission

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Rotary clubs host exchanges for students ages 15-19 in more than 100 countries.



Districts sponsor these programs and Rotary International certifies districts to participate.



Students learn a new language, discover another culture, and truly become global citizens.

2022-23 PROGRAM HIGHLIGHTS



468
districts certified to participate in Rotary Youth Exchange
356 districts actively participated

3,741
participating Rotary clubs

127
countries and territories certified to participate in Rotary Youth Exchange
53 countries actively hosted or sent students on exchange

8,738
host families
3,673 Rotary member host families
5,065 nonmember host families

5,664
exchange students

18,975
total volunteers
11,185 Rotary member volunteers
7,790 nonmember volunteers

225
districts, or about 63% of participating districts, engaged hosted students in community service projects

Source: 2022-23 Annual Report from Rotary International

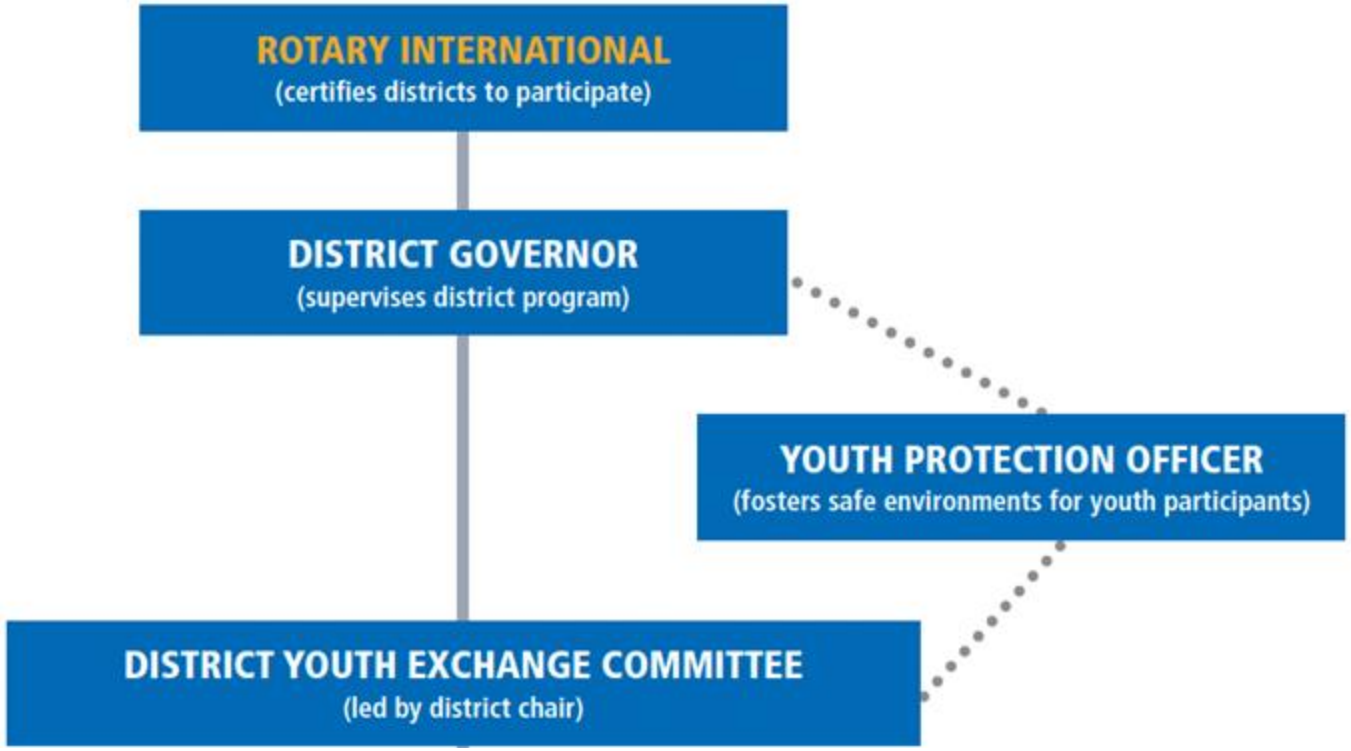
OVERSIGHT AND RESOURCES

- Government agencies oversee immigration and foreign visitation compliance.
- Rotary International certifies districts to participate in Youth Exchange.
- Districts sponsor Youth Exchange programs.
- Regional organizations (such as NAYEN) exist to provide support.
- Resources outside of the district: Rotary International and governmental agencies

MULTI-DISTRICT PROGRAMS

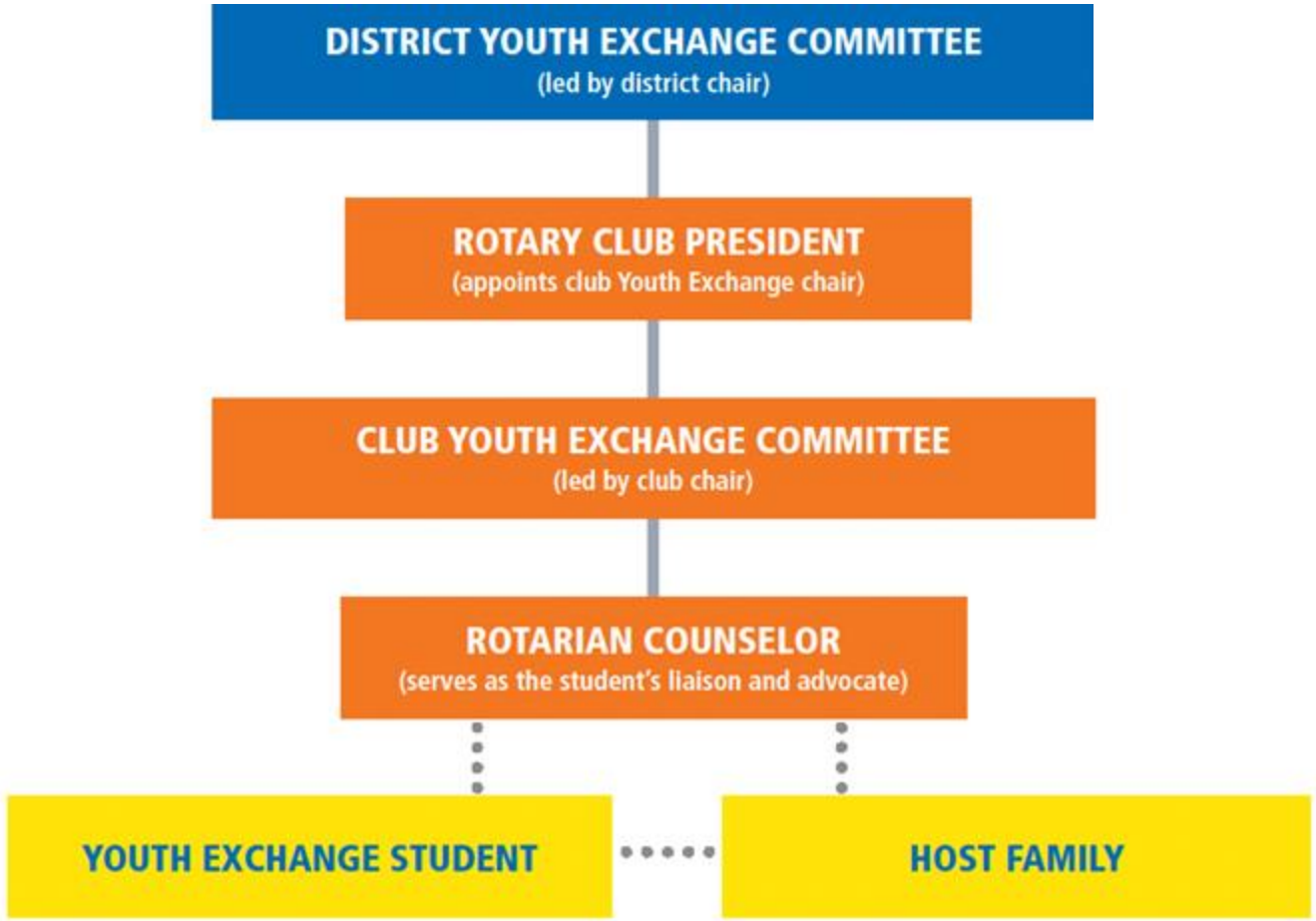
A majority of districts organize their Youth Exchange programs into a Multi-District program.
The primary benefit of this is to pool resources and gain advantages of scale:

- Shared administrative and compliance support
- Expanded capacity to develop and maintain relationships with programs nationally and internationally
- Sharing best practices for recruiting, training and general
- Shared technology infrastructure (including student tracking systems)
- Shared administrative costs and duties for periodic records reviews by the U.S. Dept of State
- Many District Governor obligations are delegated to a multi-district for ease and prompt attention



ORGANIZATION

Excerpt from Rotary's
Youth Exchange Handbook



ORGANIZATION

Excerpt from Rotary's
Youth Exchange Handbook

SCHOOL RELATIONSHIPS

- For long-term exchange, schools are a critical partner
- Rotary competes with other programs for school placements
- Clubs that build strong relationships with local school administrators can increase the success of the program in the long term



District Governor partnership is critical for Youth Exchange success.

GOVERNOR INVOLVEMENT - MINIMUM

Minimal Involvement

- Become a certified volunteer
- Sign the Certificate of Renewal form to extend your district's program with Rotary International
- Approve the annual budget for the program
- Work with DG Line to confirm the succession plan for the program chair

GOVERNOR INVOLVEMENT - MEDIUM

Medium Involvement – all of the minimum, plus the following:

- Participate in photo opportunities/meet and greet with students (inbounds, outbounds, rebounds), families, host families, high school educators, community leaders, and Rotarians
- Attend Youth Exchange Officers' pre-convention gala dinner with District and Zone's Rotary Youth Exchange Officers (Friday night before the RI Convention)

GOVERNOR INVOLVEMENT - OPTIMAL

Optimal Involvement – all of the minimum and medium, plus the following:

Work with your Youth Exchange Chair to find the most useful ways you can contribute to the program.

Optimal involvement might include the following:

- Help recruit volunteers, students, host families, schools
- Promote the program to clubs
- Participate in regular program events including student selection events

PART 2

District Governors' Responsibilities for Youth Exchange

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What is needed from the District Governor?

YOUTH EXCHANGE HANDBOOK



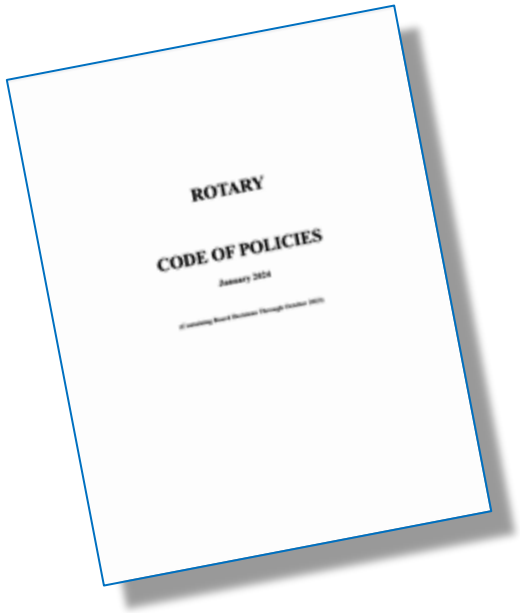
District Governor Role, According to the Rotary Youth Exchange Handbook

Excerpt from Page 10:

DISTRICT GOVERNOR

District governors are responsible for supervising and controlling district programs, including all Youth Exchange activities. They should be familiar with program guidelines and ensure compliance with certification requirements. Governors have authority over district appointments.

ROTARY CODE OF POLICIES



District Governor Authority, according to section 41.050.1 of RCoP

41.050.1. District Governors Authority

Each governor is responsible for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and should report to them.

Governors are required to complete youth protection training as outlined in Rotary Code of Policies section 2.120. and are encouraged to use the period between their nomination and assuming office to learn as much as possible about the Youth Exchange program in the district and the qualifications and skills of those who administer it. *(October 2019 Mtg., Bd. Dec. 58)*

DISTRICT LEADERSHIP PLAN

To conform with RCoP, 17.030, districts are required to include responsibilities for Youth Exchange Committee within their District Leadership Plan.

From the RYE Handbook, page 11:

“Governors are encouraged not to change more than 33 percent of the Youth Exchange committee at any time to promote continuity. They are also advised to place the governor-elect or governor-nominee on the Youth Exchange committee so the individual can become more familiar with the program.”

YOUTH EXCHANGE CHAIR SUCCESSION PLANNING

From RCoP 17.030.2.17.4,
“The committee chair should be appointed for no longer than a single three-year term…”

From the RYE Handbook, page 11:

“The RI Board of Directors advocates a three-year limit on the length of service of any one chair. However, because of the specific knowledge and experience required to administer the Youth Exchange program, that limit is sometimes extended to allow time to properly train a successor. A training plan for incoming chairs that includes shadowing and mentoring can lead to a successful transition.

CHAIR CHANGES MID-TERM

RCOP section R17.030.2.17.4

“Any removal for cause must have the prior approval of all the district governors (if selected) for each of the remaining years of the three-year term.”

ANNUAL CERTIFICATION RENEWAL

Every Year (in May)

“Every year, the district must renew its certification to prove that it still meets RI’s requirements for participating in the program. In May, Rotary will send the incoming district governor and incoming district Youth Exchange chair a certification renewal form to sign and return confirming their district’s compliance.” –Rotary Youth Exchange Handbook

PERIODIC RECERTIFICATION

Every 5 to 7 Years

“Every five to seven years, Rotary conducts an in-depth review of the district’s compliance with certification requirements. The following documents must be submitted to Rotary for recertification: proof of status as a legal entity, proof of liability insurance, and the district’s youth protection policy.” –Rotary Youth Exchange Handbook

COMPLIANCE

- Support the district committee in its effort to comply and report on Rotary and Governmental compliance
- Immigration and/or visitation laws apply to our participants and our certification as a program is dependent on our knowledge of, and compliance with, these laws.
- Rotary certification ensures consistent and safe operation of our programs; compliance with Rotary’s program requirements is critical

FINANCIAL MANAGEMENT

Discuss finances with the Youth Exchange Committee leaders to understand sources of income and expenses.

“The governor and district finance committee should oversee the Youth Exchange funds. Youth Exchange funds must be held separately from other district funds and be used only for Youth Exchange activities.” –Rotary Youth Exchange Handbook

INSURANCE

- Insurance is an important consideration for Youth Exchange – for events in particular
- Make sure your district committee is working within the insurance practices for your district
- District Governors will have access to information related to any insurance coverage provided by Rotary International, combined with insurance maintained by the district itself.
- Insurance coverages vary by geography

PART 3

Preparing for Challenges

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All things are ready,
if our mind be so.
— William Shakespeare, Henry V
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Rotary
Ontario

DISCIPLINARY PROCESS

- Student behavior is monitored by club counselor and district volunteers
- Warning signs should arise before early returns; addressing issues early is key
- Mentoring and coaching through issues can lead to great outcomes
- District Governors' role varies in each situation; ask your District Chair about the disciplinary process and early returns (both inbound and outbound) and how best to support that process.

EARLY RETURNS

- Typically, 5% of long-term exchanges end early.
- The most common reasons for early return: rule violation, homesickness, physical or mental health, and/or issues with host family or at school.
- District Governors should ask about the process for early returns (both inbound and outbound) and how best to support that process.

STUDENT HEALTH ISSUES

- Rotary requires that participants have travel insurance with features to keep them safe, well-covered, and allow for mitigation of serious health issues. See RCOP Article 41.050.12 for details of required insurance.
- District youth programs include healthcare and health concerns within its host family and volunteer training.

YOUTH PROTECTION POLICY

Make sure the policy is up to date and encourage periodic refresher training for youth volunteers.

Each district must have a Youth Protection policy, which can span all youth programs. Some specific policy details are needed for Youth Exchange; for example, the process for selecting host families.

Use Rotary best practices to keep your district Crisis Management Plan current.

Conduct regular training; for example, role play ‘what if’ scenarios with program and district leaders.

“My dream is for every 17-year-old to become a Youth Exchange Student. If we could achieve this, there would be no more wars.”



—Carl Wilhelm Stenhammar,
Rotary International President (2005-06)

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QUESTIONS

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PART 3

First Night Questions for DGN, DGE & DG

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APPENDIX

Resources and Reading

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RESOURCES AND READING

- ***Why should Rotary Youth Exchange be part of your district?***
  https://youtu.be/cJPBLn-1vZE?si=jEAVXiyZ4bHknylm
- ***First Night Questions for District Governors***
  https://drive.google.com/drive/folders/1xXD0YklqZTZ_KPcq7BiUj1GF_l3jZbbD?usp=drive_link
- ***650 students broaden horizons through Rotary exchange program***
  https://www.rotary.org/en/exchange-program-opens-world-students
- ***Youth Exchange Handbook***
  https://msgfocus.rotary.org/c/14magU4x2P3woYxjCfJFCxJe2t5s
- ***Rotary Youth Protection Guide***
  https://my-cms.rotary.org/en/document/rotary-youth-protection-guide
- ***Rotary's Recent Report on the Youth Exchange Program***
  https://drive.google.com/file/d/1K_TYvaGiEofXXwRvlfCZnBJx8z-HCn0G/view?usp=drive_link
- ***Developing a Crisis Management Plan***
  https://msgfocus.rotary.org/c/14mahgaPOIjkhHloyeQosw4k5Rum
- ***Excerpts from the Rotary Code of Policies (January 2024)***
  Article 2.120 – https://drive.google.com/file/d/1cHqZrVfXG9vRTmE41_5LEBc8zSldzxIu/view?usp=drive_link
  Article 17.030 – https://drive.google.com/file/d/1EWx3xk-FoukS7jkA6s_WASkfcB8sfguC/view?usp=drive_link
  Article 41.050 – https://drive.google.com/file/d/1wTL9GT1R5025k_VFwuKcshd3IhJ3bG1p/view?usp=drive_link